



# **Mission Support Alliance**

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## **Statement of Work**

**Title: MSA Training Program Support**

**Revision Number: 0**

**Date: 6/21/2016**

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### **1.0 INTRODUCTION / BACKGROUND**

MSA Training implements a training management system to meet the technical, organizational, and professional development training requirements of personnel and meet training related regulations and directives specified in the Mission Support Contract (MSC) with the Department of Energy (DOE).

A cornerstone for safe and effective execution of MSA's mission is the trained and qualified personnel which make up the work force. Training that is conducted efficiently and effectively, and is directly related to the needs of the job (i.e., performance-based training), is fundamental to safe operations and project execution.

MSA Training is required to assess training programs at a minimum of every three (3) years in compliance with DOE 426.2, Personnel Selection, Training, Qualification, and Certification Requirements for DOE Nuclear Facilities.

MSA (Hanford) Training organization was dissolved in 2009 and HAMMER was tasked with maintaining existing training programs. In 2016, after an internal assessment, it was discovered that the condition of the existing training programs was unclear and in need of further evaluation to determine the program effectiveness.

The Subcontractor is required to provide staff augmentation support as set forth herein:

### **2.0 OBJECTIVE**

The overall objective/deliverable is a complete program evaluations in all areas and a detailed report to describe the health of the MSA (Hanford) training and qualification programs.

### **3.0 DESCRIPTION OF WORK – SPECIFIC**

The scope of this task is for the subcontractor to provide 4 team members to support the evaluation of training programs used exclusively by the MSA (Hanford) Training Department. The support is to include (but not limited to) the following:

- Using the Systematic Approach to Training (SAT) conduct program evaluations in a timely manner to determine the current status of existing training programs to identify supporting personnel, training plans, and training products either existing or needed and provide feedback for program improvements.



## Mission Support Alliance

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- Identification of the Training Coordinators
- Identification of MSA Instructors to include On the Job Trainers, On the Job Evaluators
- Review of the Training Plans for each organization identified in the MSA Training Schedule to determine when last updated and if current with required facility training requirements
- Identify training products or the need to develop (i.e., qualification cards, classroom training, CBT)
- Provide a detailed report that describes the condition of training for each of the areas identified in the MSA Training Schedule.
- Provide support in the development, review and updates to training procedures that support MSA Training activities and processes as needed.

### **4.0 QUALIFICATIONS**

Subcontractor shall ensure that its personnel meet and maintain the appropriate training, qualifications, and certification requirements as applicable.

Contracted support shall have, at a minimum, the following:

- High school diploma
- 10 years of work related experience at a DOE site
- 5 years of training experience at DOE-managed sites and/or facilities
- Familiarity with DOE Orders as applicable to training.

### **5.0 REQUIREMENTS**

#### **General**

Subcontractor shall operate to MSA policies, procedures, and processes. MSA will supervise and direct the day to day work activities of the Subcontractor's personnel.

For any work performed on the Hanford Site or any MSA controlled facility, the provisions of the On-Site Services Special Provisions, will apply to Subcontractor personnel.



## **Mission Support Alliance**

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### **5.1 Environmental, Safety, & Health Requirements**

The Subcontractor shall perform work safely, in a manner that ensures adequate protection for employees, the public, and the environment, and shall be accountable for the safe performance of work. The Subcontractor shall comply with, and assist the Buyer in complying with environmental and safety requirements of all applicable laws, regulations and directives.

The Subcontractor shall exercise a degree of care commensurate with the work and the associated hazards. The Subcontractor shall ensure that management of environmental and safety functions and activities is an integral and visible part of the Subcontractor's work planning and execution processes.

As a minimum, the Subcontractor shall:

- Thoroughly review the defined scope of work;
- Identify hazards and environmental and safety requirements;
- Analyze hazards and implement controls;
- Perform work within controls; and
- Provide feedback on adequacy of controls and continue to improve safety management.

The Subcontractor shall flow down all environmental and safety requirements to the lowest tier Subcontractor performing work on the Hanford site commensurate with the risk and complexity of the work.

## **6.0 PERSONNEL REQUIREMENTS**

### **6.1 Training**

- A. Hanford site-specific general training requirements to safely perform this work will be designated by the Buyer's Technical Representative (BTR).
- B. The following types of training qualifications are required:
  - Hanford General Education Training (HGET)/MSA General Education Training (MGET) is required.
  - Other site specific training may be required as determined during performance of this scope of work.



## **Mission Support Alliance**

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### **6.2 Security and Badging Requirements**

- A. For any on site work, see Special Provisions – On-Site Services for details.
- B. The Subcontractor shall wear a Buyer-issued security badge identifying themselves. A minimum of two working days advance notice is needed for site badging.
- C. Subcontractor employees will be required to submit to vehicle searches and not personally carry or transport certain prohibited articles.
- D. Will the Subcontractor require an access authorization (security clearance)? NO.

### **6.3 Work Location/Potential Access Requirements:**

The primary office locations will be the Contractor's facilities, with periodic office visits to MSC administrative facilities as required, with no access to radiological controlled areas.

### **6.4 Site Access and Work Hours**

Hanford personnel at the Hanford Site work a standard 4/10 schedule. The standard work week consist of ten (10) hours of work between 6:00 am and 4:30 pm, with one-half hour designated as an unpaid period for lunch, Monday through Thursday.

Work performed outside normal operating hours shall be coordinated and/or approved through the BTR and/or the Contract Specialist prior to performing the work.

### **7.0 MEETINGS, SUBMITTALS**

Subcontractor shall participate in all meetings as required by the Buyer's Technical Representative (BTR).

### **8.0 SCHEDULE REQUIREMENTS**

#### **8.1 Schedule**

Start date: Contract Award Completion date 9/30/2016